

MCtime – Daylight Savings Time for Spring Time Change - March 11, 2012

On Sunday, March 11, 2012, Daylight Savings Time begins. At 1:00 a.m. clocks will be set forward one hour to 2:00 a.m. local standard time. It is the position of the Office of Human Resources that all Department Managers and Supervisors will be responsible for appropriately managing employees' time during this period. Where possible, Managers should alter the employees start or end time to increase the shift duration by one hour, so employees scheduled to work a shift during the 1:00 to 2:00 a.m. time period, will work the full shift duration expected. If you have employees that work over the time change, please refer to specific timecard guidance below.

Employees should be scheduled to either report to work one hour earlier or to leave work one hour later. Employees may need to edit their timecard to ensure that the timecard reflects the **actual hours worked**.

In cases where an employee's scheduled hours in MCtime are known to cover the 1:00 to 2:00 a.m. time period, the timecard will automatically populate the shift duration less one hour.

- If the Manager instructs the employee to alter the shift start or end times, then the duration should be adjusted.
- If the employee does not work the extra hour within the week, then the employee should specify a leave type to be used to account for the expected hours in the pay period.

In cases where MCtime knows only the duration of the shift, the timecard will not automatically reduce the shift by one hour.

- If the Manager instructs the employee to alter the shift start or end times, then the duration should not need to be adjusted.
- If the employee does not work the extra hour, then the duration should be adjusted to reduce one hour worked and the employee should specify a leave type to be used to account for the expected hours in the pay period.

Generally speaking across all County Departments, depending on the shift times that an employee normally works, the Daylight Savings Time adjustment could be reflected on either Saturday, March 10 or Sunday, March 11 for different employees. Specifically, for individual employees, the time should be recorded on whatever day the employee would normally record the shift that occurs during the time period March 11, 2012, from 1:00 a.m. to 2:00 a.m.

If employees who normally work a shift during this time period elect to take leave for the entire shift, they will need to record the appropriate amount of leave that they would normally take to cover a full shift, without regard to the time change. Thus, an employee who typically works an eight hour shift would take 8 hours of annual leave (or other leave type). Employees who work a partial shift need to edit their timecard to ensure that the timecard reflects the **actual hours worked**. At the end of the pay period, all employees should have accounted for the expected total "Hours Towards Schedule," which for most full-time positions is 80 hours.

Employees should be directed to review and **edit their timecard to reflect hours actually worked** on March 10 and March 11 (as well as all other days) **regardless of the hours that pre-populate their timecard**. As always, Managers are responsible for reviewing and ensuring the accuracy of the timecard.

Questions concerning this topic should be directed to MCtime via the IT Help Desk by calling 7-2828 or by sending an email to MCtime@montgomerycountymd.gov.